

How to Attain a SAM (System for Award Management) Report

1. Visit the following link:

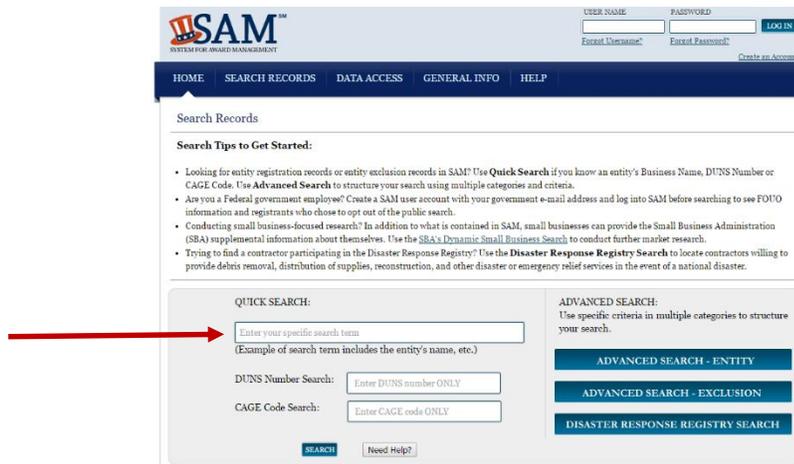
<https://www.sam.gov/portal/SAM/#11>



2. Click on “Search Records”



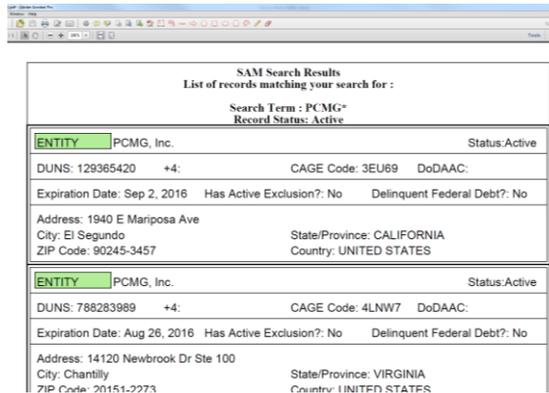
3. Type vendor’s name on the “Quick Search” box and click “search”.



4. Click "Save PDF"



5. Click "file", then "save as" and rename file.



Please note that the vendor's name must be spelled correctly and as listed on MUNIS.